

North Creake Parish Council

Minutes of the Parish Council meeting of North Creake held at St Marys Church, North Creake on Thursday 14th May 2026, following immediately after the Annual Parish Meeting. The meeting started at 6.56pm.

Present: Coucillors A.Bunkle (Chair), J.Bretingham Smith (Vice-Chair), A.Culshaw, J.Robinson, J.Rocklin, S.Baker and L Fletcher (Clerk/RFO).
3 Members of the public attended the meeting.

1. The Chairman welcomed all present to the meeting.
2. Apologies for Absence: Apologies received and accepted from Cllr S.Sandell
3. There were no declarations of interest in Agenda items declared by Councillors. Although the Clerk is not required to declare an interest he did make it clear to all Councillors that he is the contractor maintaining the Churchyard (item 13e)
4. The Minutes of the meetings held on 16th April 2026 were agreed as a correct record of the proceedings and signed by the Chair.
5. Review of Actions from previous meeting. The Action log was reviewed and updated.
6. Parishioners Questions and Statements:
 - a. A member of the public asked about the Conservation area, this was established approx. 30 years ago, council are intending to review it, Clerk will add to the agenda for the next meeting.
7. County and Borough Councillor reports
 - a. A new County Councillor was elected on 7th May, Cllr Peter Lawrence. The contact details for Cllr Lawrence were not available prior to the meeting. Clerk to invite Cllr Lawrence to future meetings as soon as contact details available.
 - b. The Borough Councillor, Cllr C.Morely sent apologies and supplied a report for the annual meeting which is recorded in the minutes for the Annual Parish Meeting.
8. Clerks report and matter arising from previous meetings (not covered elsewhere in agenda)
 - a. Jacks Lane Wind Farm grant application – the awarding body have requested copies of the Councils Equal Opportunities and Safeguarding Policies, these are due for review. Clerk to email out copies of the policies for councillors to review and email approval/disapproval so clerk can supply approved copies to the awarding body within required timescale. Clerk advised that he will perform audit of policies to ascertain which others are due for review and will ensure all policies are reviewed/amended as required. Policy review to be added to agenda as a standing item.
 - b. The Clerk advised that he had emailed the Highways Engineer for our area thanking him for organising the repairs to the passing place along Wells Road and also to ask about the possibility of installing a pedestrian warning sign along Road Hills before the exit from the Walks footpath on the 60mph stretch of Roadhills. Out of office reply received so will update Council at next meeting.
 - c. Dropped BT cover in footpath on Burnham Road has been reported to highways (ref 2541-4146-3692-6151) and also marked to alert pedestrians to the trip hazard. Highways have replied to say they have inspected the problem and have issued a section 81 report to the utility company and served notice on the property owner.

Clerk to post a warning on the village facebook page and also to advise residents that they can, and should, report issues direct to NCC Highways via the website as well as informing the Parish Council

9. Training – There is Councillor refresher training available from NPTS via zoom. It was agreed for Cllr Bunkle to attend and feedback, and any other councillors wishing to take the training to inform the clerk.
10. Open Spaces
 - a. SAM2 / Speeding – Cllr Culshaw reported that he has analysed the data from the SAM2 sign on Burnham Road (facing incoming traffic) and that between 23/4/26 and 11/5/26 there were just under 25,000 vehicles recorded, 50% were 30mph or under, 15% were exceeding 37mph, and the highest speed recorded was 70mph. Clerk to post the SAM2 data to the village facebook page.
 - b. Speeding offences – There were no speeding offences recorded in the village during March, although this is due to the mobile speed camera not attending during March rather than no speeding vehicles.
 - c. It was agreed to purchase an Android phone to download the data from the SAM2 sign, a budget was set at £100 and authority to purchase delegated to Cllr Culshaw.
 - d. Play area visual inspections – There were no issues found with the visual inspection, however a resident has given Cllr Baker a part that has fallen from the Zip line. The line appears to be working correctly and safely, Clerk to contact the company due to carry out the annual inspection to request they give the zip line a thorough check and the suppliers of the equipment for further advice. Cllr Baker to let the Clerk have the part that has fallen from the zip line.
11. Biodiversity – It appears that the experimental wild flower strip along the drive to the village hall has not germinated, although this could be due to a number of factors including the lack of rain during spring as well as vehicles driving over some of the strip. Cllr Robinson further advised that many wild flowers don't flower in the first year.
12. Footway lighting – No issues reported prior to the meeting
13. Finance
 - a. Late payments – None
 - b. Accounts for payment - the following payments were agreed:
Parish Online – Mapping/Asset register annual fee £45 +VAT
Norfolk Parish Training and Support (NPTS) – Annual subscription £198.07 +VAT
PKF Littlejohn – External Audit, VAT missed from previous payment £16
Wages £274.41
Clerks annual WFH allowance £150
TTSR – Grass cutting £913.19 +VAT
 - c. Finances received during April - £9903.50 first instalment of annual precept. The Clerk recommended transferring £10,000 from the current account to the savings account which was agreed. Clerk to research savings account options.
 - d. April bank reconciliation – This was approved and signed
 - e. To consider support for the maintenance of the Churchyard – Cllr Bunkle to contact the Vicar and/or Parochial Church Council members to discuss possibility of the Council providing support as all residents of the village are entitled to be buried/interred in the Churchyard.
14. Correspondence – The Clerk advised that correspondence had been received from the County Council regarding grants for Bus Shelters, Clerk will contact for advice regarding the damaged pillar to the village bus shelter.

15. Highways matters – no further issues other than already covered by item 8c

16. Planning

a. Applications

- i. 26/00663/F – Renovation of existing garage Instal natural swimming pool at Beckford House 37 West Street NR21 9LQ – it was agreed to support this application
- ii. 26/00681/F – Proposed rear single storey extension at Jubilee House 19 West Street NR21 9LQ – it was agreed to support this application
- iii. 26/00728/F – Proposed Glazed Conservatory at Pebble Mill House 24 West Street NR21 9LQ – it was agreed to support this application

b. Decisions - None

Meeting closed at 19:45hrs

Date of next meeting Thursday 11th June